



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – January 28, 2020**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 9:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan (arrival at 9:12 am), and Cassandra Robinson-Bacon with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Spencer Clark and Michael Medwedeff with AG/CM and Regina Adams with Radcliffe Bobbitt Adams Polley.
4. **Adoption of Agenda:** Shirley Reed made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday relayed the information for EMS Transformation Summit Program conference coming up. EMS on the Hill is also coming up and 2 Commissioners usually attend. Both are located in Arlington. Mrs. Sunday gave instruction for Michelle Sterling to book the hotel rooms with the exception of being able to cancel for both events if needed.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve regular Board of Commissioner Meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** None.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Michael Medwedeff said the building pad was completed late December and waiting on better weather for the concrete to be started. Future work for this month includes site paving, slab, and underground utilities. They are slightly behind on schedule but it is not effecting the critical path. The two biggest delays are tap fees and weather during January. They are reallocating some funds. AG/CM contract projecting approximately \$44,000 in savings. Future change orders include exterior door hardware. The change orders will be sent to Jeremy Hyde within the next week. Spencer Clark stated that they are waiting on Centerpoint Energy to connect gas and is expecting it to be this week. Still waiting on parts from Cummins and also starting the generator around February 10<sup>th</sup>. Punch items at Station 94 are on target. Final punch will be in the next week or two. Station 92 is still waiting on parts for the generator. The gas is connected and a list of punch items are still being completed. Jeremy Hyde informed the Board that a replacement ESD sign at Bender will be in the future.

**APPROVED**

Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote

on 2/25/20 (Date)

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President of ESD-1

Secretary of ESD-1

11. **Possible action on Building Committee report:** None.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Cassandra Robinson-Bacon gave the monthly report as follows: At the beginning of December, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$12,392,969. During the month, HCESD No 1 received \$2,760,647 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,501,276 in disbursements during the months. 88% of this balance is a payment to HCEC for monthly invoices related to Contract Revenue (\$1,190,929) and to Frazer Bilt for Truck mounting (\$130,725). The ending balance as of December 31, 2019 is \$13,652,339. The invoices pending approval was at \$468,582, however 2 additional invoices came in this week after the report. Payment to Harris County Municipal Utility District (\$43,799) and for HCEC (\$1,584,274). The invoices pending approval total \$2,096,655. The investment report is included in the packet for review. Additional withdrawals were used to cover checks for October and November. Interest came in at \$16,029.38 for the month of December. The total ending balance in TX Class is \$13,402,450.45. Motion to approve The Morton Accounting Services' monthly report, the Investment Report, and authorize payment of bills was made by Fred Scibuola. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve TAP fee for future station 97:** Mr. Medwedeff discussed that the tap fee will be for the services to perform the tap and is paying specific impact fee that Station 97 will have from this water main. It is a lump sum upfront for the municipal district's investment account to allow for future growth. The total is \$43,799. A suggestion was made to request a rate-order to see rates for the water and sewer. Motion to approve TAP fee for future Station 97 was made by Shirley Reed. Motion carried.
15. **Discuss and possibly approve auditor engagement letter for the 2019 public audit:** Caryn Papantonakis said that Melissa Morton, with TMAC, reviewed the letter and the rate went up \$600, however, it has been the same the last few years so this was expected. Motion to approve auditor engagement letter for 2019 public audit was made by Fred Scibuola. Motion carried.
16. **Discuss and possibly approve renewal of insurance policy:** Pete Serna spoke about the renewal with VFIS. Their property was purchased by AIG. He has tried to see if the property rates are going to be sufficient. The policies are great as-is. The policy covers flood insurance. Proposal to make a quarterly payment to see if more data can be collected before continuing with current terms. Mr. Hyde spoke to Glenn. The documents in the packet are updated to reflect the new buildings. He agrees to look into TML for future coverage. Motion to approve renewal of insurance policy and paying quarterly was made by Pete Serna. Motion carried.
17. **Discuss and possibly approve purchase of ambulance chassis:** Mr. Hyde discussed the Dodge chassis for the remounts. The total cost is \$123,688.50 for 3 of them. Motion to approve purchase of ambulance chassis was made by Pete Serna. Motion carried.
18. **Discuss and possibly approve purchase of ambulances:** Tabled due to lack of quotes.
19. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1653 911 calls this month, compared to 1667 in the previous month. Response time is 8:35.
  - HCEC held our annual management goals meeting last week. We have several exciting initiatives including CAAS re-accreditation and Texas EMS license.
  - The IT Department has substantially completed the backup call center at the new Station 94.
  - HCEC sent FTOs and Supervisors to an advanced Cadaver lab in San Antonio last week. 2 more groups are going there as well.
  - Dr. Decker is in the process of completing major revision of our clinical care guidelines.
  - The volunteer program will be revamped. Met with several volunteers that are eager to help.
  - Ambulance Failures: 8 (0 during response/patient care)
  - Fleet Accident: 1 (1206-minor)

20. **Possible action on Harris County Emergency Corps Report:** None.
21. **Adjourn to closed session:** None.
22. **Possible action on closed session:** None.
23. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, February 25, 2020 at 9:00 am.
24. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:27 am.

Supplemental Agenda  
Election Agenda

1. **Update on May 2, 2020 Commissioners Election matters, and take any necessary actions on same:**  
Ms. Adams noted there were no new updates, however, she reminded the Board of the deadline to file applications for place on ballot and the deadline for write-in declaration..
2. **Review and discuss locating polling places and obtaining election judges and clerks for May 2, 2020 Commissioners Election:** Ms. Adams noted that Ms. Monica Garza with her office previously reviewed the need to determine polling places and locate election officials if the election is contested.
3. **Adopt Order Calling Commissioners Election scheduled for Saturday, May 2, 2020:** Ms. Adams stated that the deadline to call the election is Friday, February 14, 2020, which is prior to the District's next Board meeting, so it would need to be called at the present meeting. Ms. Adams reviewed the items included in the Order Calling Election. Motion to adopt the Order Calling Commissioners Election was made by Fred Scibuola. Motion carried.
4. **Determine canvassing date for May 2, 2020 Commissioners Election:** Ms. Adams noted that if he election is contested and therefore proceeds, the Board will need to determine the date to canvass the election results and outlined the timeframe within which it is required to do so. After discussion, the Commissioners selected May 11, 2020 at 10:00 am as the date and time for canvassing and noted that Shirley Reed and Virginia Bazan would act as the canvassing authority.

**APPROVED**

Document approved by Harris County ESD-1  
Board of Commissioners

By a Majority Vote

on 2/25/20 (Date)

  
President of ESD-1

  
Secretary of ESD-1



**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 3-31-20 (Date)

Harris County Emergency Services District 1  
2800 Aldine Bender Road  
Houston, Texas 77032  
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**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**MINUTES – February 25, 2020**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:02 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 9:03 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Vice President Shirley Reed and Secretary Virginia Bazan were not present. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Spencer Clark and Michael Medwedeff with AG/CM, Regina Adams with Radcliffe Bobbitt Adams Polley, and Ann Bearden with Morton Accounting Services.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday said that everyone enjoyed the Safe-D Conference and it will be held in Fort Worth next year and Round Rock the following year. There are no dates available currently. Rooms will open on November 1<sup>st</sup>. Pete Serna mentioned turning in certificates so that the Board members that attended will receive credit.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve regular Board of Commissioner Meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Mrs. Sunday discussed the Summit and EMS on the Hill. Airfare estimates were between \$300 and \$500 per Mr. Hyde. With the hotel rooms costing approximately \$250 per night, it was decided that the Board did not feel that it would be worth attending the 1 day conference in March due to total cost.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Spencer Clark held a meeting with all project personnel yesterday to discuss pending items. Almost all of the punch list items are completed at Station 94 with the final punch being next week. They submitted documents to the Fire Marshall yesterday to get approval for move-in and the Certificate of Occupancy. Several punch items are left to be completed at Station 92. The weather has been better which will allow for the concrete to go down by next week and then they will be able to submit documents to the Fire Marshall for that location. Worst case scenario for move-in would be approximately late March. The Board was under the impression that there was a dry system over the communications center at Station 94, however, Mr. Clark confirmed it is a wet system. The wet system was in the original architecture plans that were approved by the Board. Mr. Clark will follow up on the back fence at 94 as well. Michael Medwedeff stated that the project progress for Station 97 includes underground drain, backfill for underground utilities, and underground electrical ductbank. On February 13<sup>th</sup> the grade beam and slab on grade pour was completed.

The proposed revisions will be presented to the Fire Marshall for the method of sprinkling for the bay. It was already approved by the reviewers. Mr. Medwedeff says that they are still on track to finish 3 weeks ahead of schedule. The projects costs, previously mentioned at past Board meeting, were presented to the Board included crediting back \$55,000 (Owner Change Order #01) to HCESD No 1. Mr. Medwedeff will make the correction to the credit as it was stated as HCEC on the document. Also included was the Allowance Expenditure #01 to deduct \$3255 from Owner Contingency for door hardware upgrades to meet TDI.

11. **Possible action on Building Committee report:** Fred Scibuola made a motion to approve the Allowance Expenditure #01 and the Owner Change Order #01. Motion carried.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of January, the Harris County Emergency Services District No 1 (HCESD No 1) beginning operating fund balance was \$15,997,983. During the month, HCESD No 1 received \$6,871,975 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$2,052,868 in disbursements during the month. 80% of this balance is a payment to HCEC for the monthly invoices related to Contract Revenue (\$2,584,274) and to Frazer Bilt for Truck Mounting (\$67,600). The ending balance as of January 31, 2020 is \$20,816,991. The invoices pending board approval total \$1,416,230. The invoices include pay request 2 and 19 to Construction Masters. There will be a monthly website fee that will start coming directly to her. To note: there is not an invoice in the packet for \$2047.18 for reimbursement for Shirley Reed but is included in the bills due. As tax revenue comes in, Melissa moves excess funds into TX Class. Melissa receives an investment report quarterly and provides that to the Board during regular board meetings. Melissa stated that the audit will be starting in approximately 2 weeks. Motion to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve renewal of insurance policy:** Pete Serna would like to suggest an update of the budget. Mr. Serna stated that we currently have the best possible coverage at 38%. Mr. Hyde has done a great job of reducing deductibles. When the additional buildings are ready, the cost will increase significantly. The new amount on the budget should be approximately \$75,000. Mr. Hyde said the buildings are covered as far as the building values. The quote will be coming in a couple of weeks. Mrs. Sunday would like to meet with the Board members to do strategic planning. Motion to approve renewal of insurance policy and to pay the premium was made by Pete Serna. Motion carried.
15. **Discuss and possibly approve auction of surplus property:** Mr. Hyde said the items included in the surplus are high mileage vehicles and some miscellaneous kitchen equipment as well as a nonworking shredder and Stryker manual stretchers. Motion to approve auction of surplus property was made by Fred Scibuola. Motion carried.
16. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1661 911 calls this month, compared to 1653 in the previous month. Response time is 8:28.
  - HCEC held a clinical case review last week and it was well attended. These sessions cover challenging medical cases handled by HCEC.
  - We are in the process of streamlining our employee evaluations. We are making them more user friendly for all involved.
  - HCEC held the first of a new Baby Academy produced by Amy Corbett last week. 8 new mothers are enrolled.
  - Concrete was poured at the new Station 97 last week. Progress continues on schedule.
  - Trimester CE is happening next week which is a required quarterly training for HCEC employees.
  - Ambulance Failures: 10 (1 during response/patient care)
  - Fleet Accident: 1 (1603-minor)

In addition, a letter of appreciation was received about our Community Health Paramedic, Corey Naranjo, and was included for the Board to read. Heath White stated that the upcoming month will be extremely busy due to the Houston Rodeo. They are also in process to turn the last 12-hour truck into a 24-hour truck.

17. **Possible action on Harris County Emergency Corps Report:** None.
18. **Adjourn to closed session:** None.
19. **Possible action on closed session:** None.
20. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, March 31, 2020 at 9:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 9:56 am.

Supplemental Agenda  
Election Agenda

1. **Update on May 2, 2020 Commissioners Election (the “Election”) matters, and take any necessary actions on same:** Ms. Adams noted there were no new updates other than the status of receipt of applications for place on ballot.
2. **Adopt Order Declaring Unopposed Candidates Elected to Office and Canceling Election, as necessary:** Ms. Adams stated that the District has received no additional applications for place on ballot other than the incumbents and therefore the Election may be canceled due to no opposed candidates. Motion to adopt the Order Declaring Unopposed Candidates Elected to Office and Canceling Election was made by Fred Scibuola. Motion carried.
3. **Review and discuss locating polling places and obtaining election judges and clerks for May 2, 2020 Commissioners Election, as necessary:** Ms. Adams stated that this item was no longer necessary due to the cancellation of the Election.





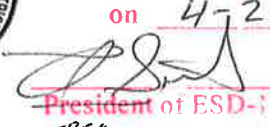
**APPROVED**

Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 4-23-2020 (Date)

  
President of ESD-1  
TVEA

  
Secretary of ESD-1

Harris County Emergency Services District 1

2800 Aldine Bender Road

Houston, Texas 77032

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**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – March 31, 2020**

1. **Call to Order:** Fred Scibuola called the meeting to order at 9:08 am.
2. **Moment of Silence and Pledge of Allegiance:** Fred called for a moment of silence at 9:08. Pledge of Allegiance was excluded due to phone meeting.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday (9:25am arrival), Vice President Shirley Reed (9:45am arrival), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Michael Medwedeff with AG/CM and Regina Adams with Radcliffe Bobbitt Adams Polley.
4. **Adoption of Agenda:** Pete Serna made a motion to adopt the agenda as presented. Seconded by Fred Scibuola. Motion carried.
5. **Open Forum:** Mr. Jeremy Hyde confirmed guests present on phone.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve regular Board of Commissioner Meeting minutes as presented was made by Fred Scibuola. Seconded by Pete Serna. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** None.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Mr. Michael Medwedeff reported as follows: Fire suppression contractor submitted revised drawings on March 10 for Station 97. Approval came through pending architectural provisions. This will provide massive savings. Ricardo resubmitted the plans to Harris County Fire Marshall on the 24<sup>th</sup>. The contractor has already proceeded while awaiting response. March 11-13 underground lines performed and passed inspection. April 6 is the target date for site concrete. Interior finishes are a project hurdle. Mr. Medwedeff will provide digital photos to the building committee due to remote work currently. Project scheduled to finish mid-April. Pay application #3 for Construction Masters will deduct \$250 from Owner's Contingency to eliminate the blinds and switch to double rollers. Station 92/94: March 5<sup>th</sup> Fire Marshall performed site walk for Certificate of Occupancy and did a site walk with HCESD-1 for progress verification on March 19. Mr. Pete Serna suggested shut-off valves for future water issues. Mr. Medwedeff said they can make an access in the wall. He will verify that the box in the ceiling is not already the water cutoff. Pay app #21 includes three allowance expenditures. #27 deduct of \$8,553 from Owner's Contingency for additional plugs and data outlets in 94 call center, #28 deduct of \$3000 from Owner's Contingency for additional power to access control boxes that were not indicated on drawings, and #29 deduct of \$1,464.40 from Owner's Contingency for perimeter fence rental.

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11. **Possible action on Building Committee report:** Fred made a motion to accept approval for AER-OC-002 for \$250, AEE-OC-27 for \$8553.00, AER-OC-28 for \$3000, and AER-OC-29 for \$1464.40. Motion carried.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of February, the Harris County Emergency Services District No 1 (HCESD No 1) beginning operating fund balance was \$20,816,991. During the month, HCESD No 1 received \$4,427,161 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,418,290 in disbursements during the month. 94% of this balance is a payment to HCEC for the monthly invoices related to Contract Revenue (\$1,208,609) and to Construction Masters of Houston for the Pay App Request (\$129,379). The ending balance as of February 29, 2020 is \$23,825,862. The invoices pending board approval total \$1,794,337. The audit is going smoothly and is almost completed. There is a slight delay due to COVID-19 and working remotely. The auditors will be able to present their report at the next meeting. Melissa will provide the report prior to the meeting for review. Motion to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve refinancing construction loan:** Mrs. Morton discussed 3 different options with the Board. Her recommendation is to go with option 2 which is a fixed interest rate of 2.15% with no fees or penalties after 5 years. Discussion was made among board members about the options. Motion made by Fred Scibuola to approve the refinance of the loan of \$6 million to option 2 with an interest rate not exceeding 2.15% with a callable of 5 years or less. Shirley Reed seconded. Motion carried. Mrs. Regina Adams presented a letter showing a possible conflict of interest with her current position. The letter explains that she would remove herself in the event that there is a potential conflict. Pete Serna made a motion to accept the conflict letter presented. Fred Scibuola seconded. Motion carried.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1595 911 calls this month, compared to 1661 in the previous month. Response time is 8:32.
  - HCEC is responding well to the COVID-19 pandemic. We have approximately 7 transports per 24 hours which require full PPE.
  - We are taking steps to keep our employees safe during COVID-19 including self-monitoring, improved sickness guidelines, and working remote when possible. We also locked down our building and are not allowing visitors.
  - HCEC did a live test of the backup dispatch center on 3/26 and it worked well. We dispatched 911 calls for a few hours from that location.
  - As of now, we have an adequate supply of PPE. We have already put in requests to acquire more.
  - HCEC is having daily operational calls in order to track any trends and to make sure that our employees are being properly supported.
  - 4 medics are on quarantine with no symptoms with 1 coming out of quarantine on Friday. 2 employees are symptomatic and awaiting test results.
  - We will be spending several hundred thousand dollars on PPE, additional staffing and paid hours, and food.
  - Ambulance Failures: 10 (0 during response/patient care)
  - Fleet Accident: 0

16. **Possible action on Harris County Emergency Corps Report:** None.
17. **Adjourn to closed session:** None.
18. **Possible action on closed session:** None.
19. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, April 28, 2020 at 9:00 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Seconded by Shirley Reed. Motion carried. Meeting adjourned at 10:13 am.



**APPROVED**

Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 5-27-2020 (Date)

  
President of ESD-1

  
Secretary of ESD-1

Harris County Emergency Services District 1

2800 Aldine Bender Road

Houston, Texas 77032

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**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – April 28, 2020**

1. **Call to Order:** Fred Scibuola called the meeting to order at 9:02 am.
2. **Moment of Silence and Pledge of Allegiance:** Fred Scibuola called for a moment of silence at 9:02 excluding the Pledge of Allegiance due to meeting being via conference call.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed (arrival at 9:05 am), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. President Cathy Sunday not present. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Alyssa Hill with CRI Auditors, Landon Newton with Government Capital, and Michael Medwedeff of AG/CM.
4. **Adoption of Agenda:** Virginia Bazan made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Ms. Bazan, Mr. Scibuola, and Mr. Serna complimented the HCEC team and offered their help if needed.
7. **Review and possibly approve all Meeting Minutes:** Motion to accept the Meeting Minutes as presented was made by Shirley Reed. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** None.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Michael Medwedeff gave the building report as follows: A handout will be sent after the meeting concludes discussing items from Station 92 and 94. Substantial completion was achieved on both stations as of March 12. Paperwork has been completed with Joiner and Construction Masters. They continue to actively work on punch list items. Texas Department regulation walk through was found to be in compliance on April 21. They are still waiting on handicap signs and Construction Masters to send photos to them when those are completed. COVID-19 has delayed the Fire Marshall walk through for Station 92. Mr. Medwedeff discussed final completion for 92 with Joiner and Joiner and Joiner stated that it is up to the owner's discretion. They are aiming for the first week of May for completion. Allowance expenditures needing approval are AER-OC-32 for receptacles for ceiling mounter projector and access control at opening A105A in the amount of \$1411.74. AER-OC-33 for three added relays to control amber strobes in the amount of \$4069.00. Substantial completion paperwork which accepts that the building is move-in ready with the exception of final punch list items is underway and then the final completion paperwork will be done confirming the building is in warranty stage. March 12, 2021 will be the 1-year walk through. Books will close at that time and the project will be deemed completed. Station 97 has made good progress. The site paving and reinforcing seal was set in mid-April. They have coordinated with Comcast and got a crew to bore an additional line. It was originally installed in the wrong place and at the incorrect depth so there was no charges applied. They received a pay request from Construction Masters to modify partition walls in the amount of \$6081.23 including door upgrades

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to 90 minute door and frame. They were able to keep the 4 inch fire line. Schedule is on track to finish mid-October, 2020. Pay app #4 and Allowance expenditure #3 (doors and partitions) will need to be approved. Motion to approve all expenditure requests made by Shirley Reed. Motion carried. Motion to approve substantial completion documents for Station 92 and 94 was made by Shirley Reed. Motion carried.

11. **Possible action on Building Committee report:** None.
12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** The following report was given by Melissa Morton: At the beginning of March, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$23,825,862. During the month, HCESD No1 received \$495,277 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,794,349 in disbursements during the month. 73% of this balance is a payment to HCEC for monthly invoices related to Contract Revenue (\$1,219,448) and to Construction Masters of Houston for the Pay App Request (\$95,124). The ending balance as of February 29, 2020 is \$22,526,790. The invoices pending board approval total \$1,450,079. Mrs. Morton then gave a summary of the Investment Report for the 1<sup>st</sup> quarter included in the packet for review and discussed reaching out to the bank to remove Richard Vestewig from the bank account. Mrs. Papantonakis will then prepare the letter to have Chase prepare the new signature cards. Motion to approve the monthly report and authorize payment of bills was made by Pete Serna. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve 2019 financial audit:** Alyssa summarized the audit documents with the Board. She stated that it went very smooth and it was a clean audit. There were no internal control matters or concerns. The draft report received a clean opinion. 2019 biggest activities were construction of Station 92 and 94. There will continue to be an increase in baseline for property taxes with no change in rates. There were no real changes in debt or lease revenue. The long term debt has decreased. The basic financial statement was consistent with the prior year. There were also no changes in TX Class investments. Motion to approve the 2019 financial audit as presented was made by Shirley Reed. Motion carried.
15. **Discuss and possibly approve refinancing construction loan:** Mr. Newton stated that the financing bid went to several lenders. There were two options, however, he focused on Option 1 today for JP Morgan as requested at the last board meeting with call provisions at \$6.2 million. The lender fee is \$4000. Government Capital fee is \$70,000. There is 13 years left on the term with a new fixed rate of 1.4% showing TIC (True Interest Cost). First 5 years with no option to purchase but after the 5 years there will be no penalty or fees to do so. There are approximately \$877,000 in savings with this option. This would need to close by May 15, 2020. Option 2 was at an interest rate of 2.34 with savings approximately \$432,000. Once approved, Mr. Newton will start on contracts and will send to Caryn for review. Once a clean contract is received on Caryn's behalf, they will then authorize to sign. Motion to approve Option 1 to refinance with Chase Bank and sign their addendum today before 10:30 am was made by Shirley Reed. Motion carried. Motion for Caryn Papantonakis to have authority to review contracts and make final decision for Board members to sign was made by Pete Serna. Motion carried.
16. **Discuss and possibly approve building maintenance items including surge protection for dispatch centers:** Lightening previously struck electrical input for the building which rendered generator useless. Electrician advising to put a surge protector on entire building at 2800 Aldine Bender and it was also recommended for Station 94. Cost per station is \$11,986.00 including installation and parts. There is an 8-week lead time for parts and then a scheduled outage with Centerpoint will take place. Motion to approve maintenance items and surge protector for Station 94 and 2800 Aldine Bender was made by Shirley Reed. Motion carried.

17. **Discuss and possibly approve building maintenance items including repainting 2800 Aldine Bender:**  
The Bender building needs updating due to weather wear. Construction Masters provided a quote for \$42,281.00 for exterior paint. Added option to upgrade to better paint for \$3200. Motion to approve painting of 2800 Aldine Bender exterior was made by Virginia Bazan. Motion carried.
  
18. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:
  - HCEC responded to 1611 911 calls this month, compared to 1595 in the previous month. Our response time is 8:51.
  - HCEC is responding well to the COVID-19 pandemic. Our call volume is returning to normal.
  - HCEC implemented a basic level unit in order to offset the growing number of calls and the additional time it takes per call to don proper PPE. So far, that unit is being utilized well.
  - Our staff is well and we have nobody in quarantine as of this meeting.
  - HCEC has purchased approximately 40,000 N95 masks recently as well as other necessary items to keep our crews safe.
  - Ambulance Failures: 9 (0 during response/patient care)
  - Fleet Accidents: 1 (1301, minor)
  
19. **Possible action on Harris County Emergency Corps Report:** None.
  
20. **Adjourn to closed session:** None.
  
21. **Possible action on closed session:** None.
  
22. **Announce next Board Meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, May 26, 2020 at 9:00 am.
  
23. **Adjourn:** Shirley Reed made a motion to adjourn. Motion carried. Meeting adjourned at 10:20 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – May 27, 2020**

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 6/30/20 (Date)  
*[Signature]* President of ESD-1  
*[Signature]* Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:03 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:03 followed by the Pledge of Allegiance at 9:04.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papanonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President Heath White, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Michael Medwedeff with AG/CM and Regina Adams with Radcliffe Bobbitt Adams and Polley.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday apologized for being absent the last couple of meetings and thanked Jeremy and his team for all they've been doing. Fred Scibuola recognized the HCEC group for being in the Texas EMS magazine.
7. **Review and possibly approve all Meeting Minutes:** The following corrections were made:
  - a. Agenda item 3: Cathy Sunday's absences were excused for the last 2 meetings.
  - b. Agenda item 10: Typographical error concerning the word mounted.
  - c. Agenda item 15: The fee of \$4000 is corrected as the Counsel fee.
 Motion to approve all meeting minutes as amended was made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** None.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Mr. Michael Medwedeff gave the report as follows: Station 92/94 project progress included the HCFMO walk through which resulted in the approval for Issuance of Certificate of Occupancy in early May. May 11 was the completion walk with Owner and Contractor with an outstanding list remaining. The project is outside of contract terms so the punch items will be charged at \$250 per day. Construction Masters may be liable for that if we choose to utilize that leverage. Construction Masters are actively working on the issues. On May 22 commissioning started for Station 92, Station 94 is actively being commissioned. The remaining items include the double doors into conference room/dispatch. They were not the correct doors and they are waiting on a lead time for appropriate doors to be installed at both stations. The missing card reader on Door 207 was installed as of Friday. One area needs to be fixed on the fence due to a vehicle backing into it. Closeout documents including Operation and Maintenance, record drawings, owner training, and attic stock is still remaining as well as Station 92 TAB & Commissioning which is being completed now. The existing Station 94 needs to be demolished. Various warranty items that Jeremy and Willie found will need to be addressed and finalizing various owner requested changes.

Move in is scheduled for June 2. Project costs include Pay Application request #22 for Construction Masters in the amount of \$86,650.55. Allowance expenditures #30 and #31 are due to presumed damage by Harper Bros. Construction Masters provided proof that the line was tested and approved to backfill, however the damage done appeared to be by an excavator torqueing the pipe to separate from the bellowed joint. Harper Bros took no responsibility, and AGCM, HCEC OR Construction Masters have any contractual obligation to the contractor. AGCM negotiated a 50/50 split with the contractor. Mr. Medwedeff has photos of the site prior to Harper Bros working onsite in which it shows no damage. He will check with Spencer for time and date of photos to get a proper timeline and send the information along with a synopsis of how and when it happened to Mrs. Papantonakis. The Board of Commissioners would like to table the discussion until Caryn reviews. Mr. Medwedeff stated that Station 97 has had a lot of progress. On April 27 the structural steel was delivered. April 28 the steel erection commenced. May 6 the steel framing for exterior shell was completed. May 12 the anchor bolt inspection took place. May 14-18 HVAC and fire sprinkler contractors installed trunk lines and also delivered major equipment. Mark's consultant came around for the first round of inspections for the wind storm. May 20 the standing seam metal roofing and insulation commenced as well as metal framing for living quarters and dormitory. May 22 roof installation and decking completed and the electrician started overhead rough-in. Yesterday the wall panels for ambulance bay should have been started. The building is not yet dried in. Water seems to be retaining well and no water issues thus far. Project hurdles include continuous tracking of COVID-19 in terms of impacting the project, however there are none that have been found. The project is on track to finish October 2020. The only outstanding project cost as of now is Pay application #5 for Construction Masters in the amount of \$282,215.55.

11. **Possible action on Building Committee report:** Motion to table project allowance expenditure #30 and #31 until information is produced by Caryn was made by Fred Scibuola. Motion carried. Motion to approve the payment requests for Pay App #5 in the amount of \$282,215.55 and #22 in the amount of \$86,650.55 was made by Shirley Reed. Motion carried.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of April, the Harris County Emergency Services District No 1 (HCESD No 1) beginning operating fund balance was \$22,496,790. During the month, HCESD No 1 received \$125,348 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,493,890 in disbursements during the month. 92% of this balance is a payment to HCEC for the monthly invoices related to Contract Revenue (\$1,130,129) and to Construction Masters of Houston for the Pay App Request (\$240,150). The ending balance as of April 30, 2020 is \$21,128,248. The invoices pending board approval total \$1,081,963 in addition to the 2 pay requests totaling \$386,866 to Construction Masters. There is also 1 additional payment to Government Capital for \$74,000 for the refinance of the loan. Total payout for Board pending approval total's \$1,524,829.00. Motion to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve the utilization of electronic bank payments:** Mrs. Morton stated that many districts have been transitioning to ACH payments due to the pandemic. She discussed proper controls around the process so that everyone is on the same page. She provided written procedures noting that the process will be the same as we currently follow with the only difference being that the payments will be setup in the banking software and 2 signers will need to go in and approve the payments. Payments will be received by vendors the following day. Cathy Sunday will reactivate Fred's login information so that the Board signers can review and approve all transactions. Mrs. Papantonakis confirmed that there has been a recent change in law so this is permissible. Mr. Scibuola suggests that Pete Serna be made a signer. Motion to approve the utilization of electronic bank payments was made by Fred Scibuola. Motion carried.
15. **Discuss and possibly approve additional bank and/or investment accounts:** Mrs. Morton reminded the Board of the discussion at the last meeting regarding the difficulties with Chase bank due to their turnover rate and their lack of flexibility. She was previously asked to research additional options to change bank accounts. Currently the fees associated with Chase bank are \$12 per month for operating account, no fees for money market, and 1.8 percent interest rates. If we continue with Chase bank, fees will increase to \$25 per month for usage of ACH payments. BBVA Compass charges \$14 per month for operating account, currently has .4 percent interest rate, \$20 per month for ACH, and an additional \$5 for each ACH transaction. Prosperity bank is



free of charges for operating account and money market account. They are offering .1 percent interest higher than market rates. If the Money market rates are .4 percent interest, they would give us .5 percent on money market and the ACH has no fees. Prosperity works with us to keep our funds there. She currently moves money to where we are receiving the best rates. Mr. Serna suggests going with the bank that is the easiest to work with and has the lowest fees. Based on Melissa's relationship with the all banks mentioned, she suggests moving to Prosperity Bank from Chase bank. Mr. Serna will reach out to investment accounts for a meeting and will add to the agenda in the future. Motion to approve the authorization to close both Chase bank accounts and open an operating account and money market account with ACH payments with Prosperity Bank was made by Fred Scibuola. Motion carried.

16. **Discuss and possibly approve donation of support vehicles:** Jeremy Hyde stated that HCEC has two marked responder vehicles that were up for auction. Due to the equipment being outdated and once removing emergency equipment, the return will not be much. There are government agencies that would love to have these vehicles. There is no specific entity at this point. Mrs. Sunday has some recommendations she will offer. The vehicles for donation include a 2008 Chevy Tahoe and a 2008 Dodge Charger. Motion to approve the donation of the support vehicles from ESD #1 to another governmental entity or 501c3 agency was made by Fred Scibuola. Motion carried.
  
17. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1508 911 calls this month, compared to 1611 in the previous month. Response time is 8:10.
  - HCEC is still responding well to the COVID-19 pandemic. Call volume is at normal. There are no employees in quarantine.
  - HCEC implemented a basic level unit in order to offset the growing number of calls for COVID and the unit is still proving to be of benefit to our system.
  - Bender Building improvements: We are using this time to do some necessary repairs to 2800 Aldine Bender including exterior paint, replacement of the ESD #1 outdoor sign, and reflooring the Clinical Services area.
  - Crews moved into Station 94 and we are hopefully moving into Station 92 by the end of May.
  - HCEC is participating in EMS week and has given our staff some nice personalized tokens of appreciation. We were also featured by the American Ambulance Association.
  - Ambulance Failures: 6 (0 during response/patient care)
  - Fleet Accident: 1 (226, minor)
  
18. **Possible action on Harris County Emergency Corps Report:** None.
  
19. **Adjourn to closed session:** Adjourn to closed session at 10:54 am.
  
20. **Possible action on closed session:** None.
  
21. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, June 30, 2020 at 9:00 am.
  
22. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 11:10 am.

### **Supplemental Agenda Election Agenda**

- a. *Deliver Certificates of Election:*** Ms. Regina Adams delivered the packet containing the certificates of election as well as other documents to Jeremy Hyde this morning. Once signed, they will return them to Regina's office for filing. Oath of Office will be notarized by Regina once completed.
- b. *Qualification of Commissioners:*** All parties involved are qualified as they are standing previously on the Board of Commissioners.
- c. *Administration of Oaths of Office:*** Fred Scibuola gave his Oath of Office at 9:10 am. Pete Serna gave his Oath of Office at 9:12 am. The Oath of Office was repeated after Ms. Adams as follows: I, (Commissioner name), do solemnly swear that I will faithfully execute the duties of office of Commissioner of Harris County ESD Number 1, of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution of Laws of the United States and of this State, so help me God.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – June 30, 2020**

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 7-28-2020 (Date)  
*[Signature]* President of ESD-1  
*[Signature]* Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:02am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:03 followed by the Pledge of Allegiance at 9:03.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton with Morton Accounting Services (via phone) along with Legal Counsel Caryn Papantonakis. Secretary Virginia Bazan was not present. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President Heath White, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Michael Medwedeff with AG/CM.
4. **Adoption of Agenda:** Pete Serna made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Mr. Serna commended Harris County Emergency Corps for a job well done.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** None.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Mr. Michael Medwedeff gave the report as follows: Mr. Medwedeff presented photos of Station 97 with color swatches. There are some subtle changes in colors due to material differences but the color palette is very close. Station 97 has drained water as necessary with all of the recent rain. Station 92/94: There are a couple of outstanding items including the double doors in conference room in dispatch. Delays due to COVID on the doors but Construction Masters said delivery will be approximately July 9<sup>th</sup> but that could be delayed as well. Station 92 card reader that was missing on door 207 has been completed. Closeout documents have been completed at both stations but the demolishing of old station 94 is not completed. There are various warranty items being addressed. Construction Masters is trying to source out the card reader at Station 94. The gate is shared with ESD #10. ESD #10 discussed perimeter fence being left up until water line is completed in order to give the site security which could pose some issues for remobilization efforts. There may be additional costs associated with that. Jeremy Hyde recommended working with ESD 10 on that issue and leaving the fence until a later date. Project schedule is within warranty period and both occupants are moved in. Station 97 has made huge progress including mechanical and electrical plumbing, fire sprinklers, and sidewalks and light poles completion. On June 16<sup>th</sup>, the commissioning kickoff meeting was held and owner walk through with Willie, Mike, and Isaiah. Several electrical outlets and security cameras were added and they are currently putting together costs for that. On June 22<sup>nd</sup> they observed sheathing and panel installation and should be wrapped up today. The project is 90% dried in with the exception of window. Exterior

waterproofing commenced on June 29<sup>th</sup>. There are no project hurdles but they are continuing to track COVID-19. Project schedule is slightly ahead of schedule. Project costs include Pay app #6 for Construction Masters in the amount of \$135,594.40, Pay app #7 for Construction Masters for \$162,729.12. Allowance expenditure #4 is a deduct of \$2811.00 which includes storefront hardware. There is approximately \$55,000 in owner's contingency currently.

11. **Possible action on Building Committee report:** Motion to approve allowance expenditure #4 in the amount of \$2811.00 was made by Pete Serna. Motion carried.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of May, the Harris County Emergency Services District No 1 (HCESD No 1) beginning operating fund balance was \$21,128,248. During the month, HCESD No 1 received \$116,038 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,747,208 in disbursements during the month. 72% of this balance is a payment to HCEC for the monthly invoices related to Contract Revenue (\$879,512) and to Construction Masters of Houston for the Pay App Request (\$282,216 and \$96,678). The ending balance as of May 31, 2020 is \$19,497,078. The invoices pending board approval total \$1,519,246 in addition, there was \$377,453 paid after the board meeting for construction related items (Construction Masters Pay App #22 and #5 - \$368,866.10 and Martinez Architects Invoice 19005-13 through 19005-15 - \$9,586.55. Mrs. Morton is in the process of the change of bank accounts. Motion to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried. Motion to approve Pay App #6 and Pay App #7 was made by Pete Serna. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** Motion to allow Chase to auto draft savings account for loan payments was made by Pete Serna. Motion carried.
14. **Discuss and possibly approve ambulance remounts:** Jeremy Hyde discussed the process of remounts. The chassis was bought previously. He received 3 quotes for the highest mileage vehicles in the fleet from Frazier in the amount of \$230,225 for all three vehicles. Frazier will not be able to get to the vehicles until 2021. Motion to approve ambulance remounts in the amount of \$230,225 was made by Fred Scibuola. Motion carried.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1680 911 calls this month, compared to 1508 in the previous month. Response time is 8:45.
  - HCEC is still responding well to the COVID-19 pandemic. Call volume is at higher than normal. We are monitoring a few employees for illness.
  - HCEC implemented the full time M920 after hiring enough Paramedics to make it a full-time unit. The unit was the former 12-hour M910 at Station 91.
  - HCEC moved the basic level unit to Station 91.
  - Crews moved into Station 92 and are very pleased with their new accommodations.
  - Following the increased numbers of COVID positive patients in the county, HCEC has implemented new standards for cleaning, sanitation, and face masks for our employees.
  - Ambulance Failures: 9 (0 during response/patient care)
  - Fleet Accident: 2 (1901, 1602, minor)
16. **Possible action on Harris County Emergency Corps Report:** None.
17. **Adjourn to closed session:** None.
18. **Possible action on closed session:** None.

19. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, July 28, 2020 at 9:00 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:54am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – July 28, 2020**

**APPROVED**

Document approved by Harris County ESD-1  
Board of Commissioners

By a Majority Vote

on 7-24-20 (Date)

*[Signature]*  
President of ESD-1

*[Signature]*  
Secretary of ESD-1

1. **Call to Order:** Fred Scibuola called the meeting to order at 9:01 am.
2. **Moment of Silence and Pledge of Allegiance:** Fred Scibuola called for a moment of silence at 9:03. No Pledge of Allegiance due to conference call.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President Heath White, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling. Guests present were Michael Medwedeff with AG/CM.
4. **Adoption of Agenda:** Pete Serna made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** None.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Mr. Michael Medwedeff gave the report as follows: Progress for Station 92/94 – double doors in conference room/dispatch are delayed due to COVID until approximately August 10. The closeout documents are near completion. Demolish of old Station 94 was completed yesterday with the concrete slab and driveway being completed today. Finalization of various owner requested changes are completed, however, warranty stage is ongoing within the 1-year time period. Station 97 observation of continued mechanical, electrical, and plumbing rough-in. The final owner walk-thru was completed with Willie Sanders. The overhead door installation and exterior waterproofing is completed. Masonry has commenced and interior one siding will start at the end of the week. Station 97 project hurdles include Station 97 doors and hardware being delayed due to COVID but Station 97 is overall on schedule. Project costs include invoice #16 and 17 from Martinez for May and June, both totaling \$6048.00 each. EMS 97 has a forthcoming proposal for owner requested changes and revisions for approximately \$20,000 including finish changes, RFI 16, additional 7 outlets, installation of 120v dampers, and added access control to door 120D. Mr. Medwedeff suggested reviewing the added access control to door 120D to save approximately \$6500. He will set up a time to discuss with Jeremy Hyde, Cathy Sunday, and Fred Scibuola. EMS 94 has a forthcoming T&M Ticket for access control at gate for approximately \$3500.

11. **Possible action on Building Committee report:** None.
12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of June, the Harris County Emergency Services District No 1 (HCESD No 1) beginning operating fund balance was \$19,410,428. During the month, HCESD No 1 received \$82,893 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$0 in disbursements during the month due to the timing of the set up of ACH. The ending balance as of June 30, 2020 is \$19,493,321. The invoices pending board approval total \$1,638,489. There is a modification to the unpaid bills for Invoice #16 and #17 from Martinez totaling \$6048 each. That amount increases the pending invoices for approval to \$1,650,585. Mrs. Morton is starting the budget. It was asked that the adoption of the tax rate be completed by August 24<sup>th</sup>. Mrs. Papantonakis suggested checking the deadline for that. Chase Bank account is still open, waiting on tax deposits to be switched into the new account. Motion to approve the monthly report was made by Fred Scibuola. Motion carried. Motion to authorize the payment of bills was made by Shirley Reed. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve purchase of ambulances:** Jeremy Hyde discussed the need for purchase of 5 ambulances to increase the fleet size following the addition of 3 medic units. Reserve units are running low due to this change. He presented two quotes from Frazer with Frazer ambulances with chassis provided by ESD totaling \$392,100 and Frazer ambulances with Chassis provided by Frazer totaling \$441,900. In addition, the vehicles would need medical and support equipment purchased, including but not limited to stretchers, generators, radios, etc. The total for 5 vehicles plus equipment purchase will not exceed \$1.6 million dollars. Motion to approve the purchase of 5 ambulances, painting of ambulances, and necessary equipment not to exceed \$1.6 million dollars was made by Shirley Reed. Motion carried.
15. **Discuss and possibly approve purchase of ambulance chassis:** Mr. Hyde discussed the purchase of 3 new chassis that will be used for the remounts for current ambulances to be completed in 2021. Motion to approve purchase of 3 ambulance chassis totaling \$123,655.50 was made by Shirley Reed. Motion carried.
16. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1871 911 calls this month, compared to 1680 in the previous month. Response time is 8:48.
  - HCEC is still responding well to the COVID-19 pandemic. Our call volume is still higher than normal. We are monitoring a few employees for illness.
  - HCEC implemented another peak basic truck, M930 at the Fallbrook station due to high call volume. We are in the process of hiring more part-time EMT's.
  - HCEC deployed an ambulance to Brownsville earlier in the month to help with their excess call volume. Our crew assisted there for 10 days. This was state funded.
  - HCEC is still receiving adequate PPE stock from the state.
  - Ambulance Failures: 10 (0 during response/patient care)
  - Fleet Accident: 2 (1801, 1208, minor)
17. **Possible action on Harris County Emergency Corps Report:** None.
18. **Adjourn to closed session:** Adjourn to closed session at 10:14 am.
19. **Possible action on closed session:** None.

20. **Announce next Board meeting**: The Regular Board of Commissioners meeting will be held on Monday, August 24, 2020 at 9:00 am.
21. **Adjourn**: Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:30 am.





**APPROVED**

**Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote**

on 9-22-20 (Date)

*CS*  
President of ESD-1

*[Signature]*  
Secretary of ESD-1

Harris County Emergency Services District 1  
2800 Aldine Bender Road  
Houston, Texas 77032  
Page 1 of 3

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – August 24, 2020**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:06 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:07 and followed with the Pledge of Allegiance led by Fred Scibuola.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President Heath White, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Michael Medwedeff with AG/CM.
4. **Adoption of Agenda:** Agenda items 8 and 9 will be removed. Fred Scibuola made a motion to adopt the agenda as amended. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Fred Scibuola and Pete Serna asked Jeremy Hyde about hurricane preparations. Mr. Hyde stated that HCEC is prepared with enough food, fuel, and generators. He had a meeting with the Harris County Fire Marshall and it is required to have an emergency plan in place or use the county plan. He has not received the plan or signature sheets at this time but will provide when he has them. If the Board does not agree with the county plan, ESD Board will need to write their own plan.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** None.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Mr. Michael Medwedeff gave the report as follows: The flooring and finish changes discussed in the prior meeting increased to an amount of \$3087.96. Although the changes were discussed, he did not know the cost impact at that time. Fred Scibuola made a motion to approve Construction Master's change order AER-OC-005. There will be a Special Meeting held on September 8<sup>th</sup> with the Building Committee at 9:00 am to review final completion paperwork at HCEC headquarters. Motion carried. Project progress at Station 92 and 94: Double doors have been installed and demolition of existing Station 94 is complete. The closeout documents are 100% complete and approved by architect. Station 97 progress: All masonry was completed, currently working on metal panels on exterior (arriving today), and windows will be delivered today or tomorrow but they may not be installed before the storm hits. Plywood is being installed for rain protection in the event windows are unable to be installed. Landscaping will be completed after storm weather passes. Items for approval include Testing and balancing in the amount of \$3167 with DAC which is under budget by approximately \$9000 and Construction Masters Pay Application in the amount of \$154,325 for the month of July. Motion to approve proposal from DAC for testing and balancing professional services was made by Fred Scibuola. Motion carried.

11. **Possible action on Building Committee report:** None.
12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of July, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$19,493,321. During the month, HCESD No 1 received \$143,762 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$3,083,181 in disbursements during the month due to the timing of the setup of ACH. The ending balance as of July 31, 2020 is \$16,553,902. The invoices pending board approval total \$1,895,903. Mrs. Morton stated that Chase accounts are now closed. Motion to approve the Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve setting tax rate, posting notice, setting hearing and adopting rate:** Caryn Papantonakis stated that we do not have to have as many hearings as we typically do. A public hearing and posting of notice in the paper will need to be done for the tax rate. Adoption of rate has to be completed by September 30. Melissa Morton said the lowest rate is .093821 with the highest rate being .097210. Mrs. Morton recommends approving the .097210 rate and then she can get revenue numbers from the county. Change of revenue shouldn't interfere with current projects. Mr. Mark Smith confirmed that the process includes proposing a rate today, then publishing tax notice, then public hearing and adopting a rate at that time. Motion to propose tax rate at .097210 was made by Shirley Reed. Motion carried. Motion was made by Fred Scibuola to approve Melissa Morton to post the tax rate proposal in the Houston Chronicle on September 14 with the hearing scheduled on September 22 at 9:00 am with the regular board meeting beginning at 9:30 am. Motion carried.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2019 911 calls this month, compared to 1871 in the previous month. Response time is 8:15.
  - HCEC is still responding well to the COVID-19 pandemic. Our call volume is the highest it has ever been.
  - HCEC is still receiving adequate PPE stock from the state.
  - HCEC conducted virtual Trimester continuing education classes to all medics this week.
  - HCEC is in the process of implementing FirstWatch, a software to monitor our system performance in real time.
  - Hurricane preparations have begun and are in place.
  - In 2<sup>nd</sup> phase of receiving grant for the Community Health Paramedic program.
  - Ambulance Failures: 16 (0 during response/patient care)
  - Fleet Accident: 1 (1301, minor)
16. **Possible action on Harris County Emergency Corps Report:** None.
17. **Adjourn to closed session:** None.
18. **Possible action on closed session:** None.

Board of Commissioners  
Regular Meeting – 08/24/2020  
Page 3 of 3

19. **Announce next Board meeting:** Hearing will be held on September 22 at 9:00 with The Regular Board of Commissioners meeting to follow at 9:30 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:17 am.



**APPROVED**

Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 10-27-20 (Date)

President of ESD-1

Secretary of ESD-1

Harris County Emergency Services District 1

2800 Aldine Bender Road

Houston, Texas 77032

Page 1 of 3

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – September 22, 2020**

1. **Call to Order:** Fred Scibuola called the meeting to order at 9:30 am.
2. **Moment of Silence and Pledge of Allegiance:** Fred Scibuola called for a moment of silence at 9:30 but excluded the Pledge of Allegiance due to the meeting being via conference call.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed (arrival a 9:49 am), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President Heath White, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling. Guests present were Michael Medwedeff with AG/CM. Secretary Virginia Bazan was not present.
4. **Adoption of Agenda:** Agenda items 8 and 9 will be removed. Fred Scibuola made a motion to adopt the agenda as amended. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Tabled.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** Tabled.
10. **Report from Building Committee:** Mr. Michael Medwedeff gave the report as follows: All outstanding items previously on punch list for Station 92 and 94 have been completed with the exception of the potential engineering issues that Jeremy discussed in the last meeting. Those items will be started soon. Construction Masters is aware that the Formica is coming loose on the top edge of the doors and he will follow up. Existing fence at Station 94 was left standing and will be taken care of early next week. Station 97: Metal panel installation is ongoing and expected to finish by the 25<sup>th</sup>. Outstanding punch list items being completed currently. The canopy is being installed and the store front installation is completed. CenterPoint Energy has not sent correct crew for permanent power but they are working on getting them there next week. They are currently closing up walls and ceiling. HVAC and mechanical is also being completed next week. Installation of irrigation, landscaping, and interior finishes will be ongoing throughout October. There is a 2 week delay on the project. Completion date projected for mid-November. Project costs include Pay App #9 for the month of August to Construction Masters. The contingency fund is in healthy standing. There are a couple of projected change orders for the conduit to shared gate as well as the outdoor ceiling fan and post mounted in the bay. No motion needed at this time.

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11. **Possible action on Building Committee report:** None.
12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of August, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$16,553,902. During the month, HCESD No 1 received \$141,544 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,709,354 in disbursements during the month. 87% of this balance is a payment to HCEC for the monthly services related to Contract Revenue (\$1,491,110). The ending balance as of August 31, 2020 is \$14,986,092. The invoices pending board approval total \$1,841,028. Motion to approve the Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve 2021 budget:** Mrs. Morton gave a summary of the budget which is based upon the pending approval of tax rate .097. There was an increase in revenue of \$1.2 million. There is a projection that Station 97 will be completed by end of year and will need to furnish next year. There were some minor changes to some items, however, none being significant. Mrs. Morton will further research the differences between the governmental prime account and TX Class. Prosperity Bank, at .4 is earning higher than TX Class currently. Motion to approve the 2021 budget was made by Fred Scibuola. Motion carried.
15. **Discuss and possibly approve resolution adopting tax rate:** The proposed tax rate is 0.097210 per \$100 discussed during the special meeting. Motion to approve adopting tax rate made by Pete Serna of 0.097210. Motion carried.
16. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 2019 911 calls this month, compared to 1871 in the previous month. Response time is 8:15.
  - HCEC is still receiving adequate PPE stock from the state.
  - HCEC is in the process of implementing FirstWatch, a software to monitor our system performance in real time.
  - HCEC issued a return to work order for its non-essential staff this month. As of now, everyone is working from the office.
  - HCEC resumed EMS education classes with safety and distancing measures in place.
  - Harris County Fire Marshalls Office' emergency management plan is included in the documents for review. It is recommended to adopt their plan as it is.
  - A Resolution honoring Keir Vernon was presented.
  - Ambulance Failures: 14 (0 during response/patient care)
  - Fleet Accident: 0

A motion was made by Fred Scibuola to approve the Harris County Emergency Corps report. Motion carried.
17. **Possible action on Harris County Emergency Corps Report:** Mr. Hyde made a request that the ESD adopt a resolution to honor the birthday of Keir Vernon. Cathy Sunday made the motion to approve. Motion carried.
18. **Adjourn to closed session:** None.
19. **Possible action on closed session:** None.

20. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, October 27 at 9:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:48 am.



**APPROVED**  
Harris County Emergency Services District 1  
Document approved by Harris County ESD-1  
2800 Aldine Bender Road  
Board of Commissioners, Houston, Texas 77032  
By Majority Vote  
on 11/17/20 (Date) Page 1 of 3

*[Signature]*  
Secretary of ESD-1

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – October 27, 2020**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:05 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed by the Pledge of Allegiance at 9:07 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed (arrival a 9:11 am), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton with Morton Accounting Services. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President Heath White, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Michael Medwedeff with AG/CM.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Mrs. Sunday used HCEC services recently and the medics were sympathetic and professional. She had an overall excellent experience.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Mr. Michael Medwedeff gave the report as follows: Station 92 and 94: Double doors have been installed. Contract documents have been conveyed to owner. The demolition of the old Station 94 has been completed. Various warranty items are ongoing. AGCM is determining what the final impacts are to the HVAC system and the on-going issues. They are waiting on a written solution from the manufacturer along with pricing from Construction Masters. The UV lights will need to be replaced periodically. Mrs. Sunday advised training HCEC IT and Maintenance staff on the maintenance of the lights. Mr. Medwedeff has asked on behalf of Construction Masters to release their retainage funds. Station 97: This project is not nearly as complex and he is confident that it will continue to go smoothly. Walls, ceilings, and door frames have been painted. Bathroom tiling is at 95% completion. All fixtures in ceiling are set and HVAC startup has commenced. Punch out items should be completed today. Landscaping and irrigation are underway as well as final terminations for utilities. Door hanging, millwork, and associated trimming underway. Owner to occupy by mid-late November. Project costs; Invoice #19 in the amount of \$142.09, Invoice #20 in the amount of \$2016.00, Construction Masters Pay App #10 totaling \$67,396.80, AER-OC-06 for ceiling fan and card reader in the amount of \$9,386.46, AER-OC-07 for appliances in the amount of \$2,039.28, Construction Masters Pay App #23 in the amount of \$5,205.49, and Construction Masters Pay App #24 in the amount of \$307,051.70. The Execution of Change Order #2 is a credit for unused funds. It is important to note that any appliance issues will be guaranteed through Construction Masters.

9. **Possible action on Building Committee report:** Motion to approve AER-OC-06 for ceiling fan add and card reader add was made by Fred Scibuola. Motion carried. Motion to approve AER-OC-07 in the amount of \$2,039.28 for appliances was made by Fred Scibuola. Motion carried. Motion to approve Pay App #23 in the amount of 45,205.49 was made by Fred Scibuola. Motion carried. Motion to approve Pay App #24 in the amount of \$307,051.70 was made by Fred Scibuola. Motion carried.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of September, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$14,986,092. During the month, HCESD No 1 received \$10,759 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,757,469 in disbursements during the month. 76% of this balance is a payment to HCEC for the monthly services related to Contract Revenue (\$1,335,392). The ending balance as of September 30, 2020 is \$13,239,383. The invoices, including the additional Pay App #23 and 24, pending board approval total \$1,930,355. The investment report is as follows: Starting in July the balance was \$19,189,728 and then withdrew approximately \$19 million and moved it over to Prosperity. The ending balance is \$623,294.06. There will be a correction made within the report that showed Shirley Reed was paid \$33,000 which is an error. Harris County tax deposits will be moved into the savings account. Motion to approve the Morton Accounting Services' monthly report with the correction was made by Fred Scibuola. Motion carried. Motion to authorize payment of corrected/edited bills was made by Fred Scibuola. Motion carried.
11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve furniture for EMS Station 97:** Furniture for Station 97 was quoted from DreamSeat including bar stools, conference table, and beds. The quoted amount total is \$9,762.75. The furniture is identical to Station 92 and 94. This quote does not include mattresses as we use a different vendor. Motion to approve the furniture for EMS Station 97 was made by Shirley Reed. Motion carried.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
- HCEC responded to 1708 911 calls this month, compared to 1832 in the previous month. Response time is 8:31.
  - HCEC is still receiving adequate PPE stock from the state.
  - HCEC is in the process of implementing FirstWatch, a software to monitor our system performance in real time.
  - HCEC restriped the front parking lot and power washed all of the exterior concrete.
  - We received the equipment ordered earlier in the year from Stryker. This includes stretchers and new Lucas CPR devices.
  - HCEC renewed its Blue Cross health plan for employee health coverage.
  - HCEC renewed its EMS Provider license with the state and our license now expires November 2022.
  - The HCEC logo is being revised and the new design was presented to the Board for feedback.
  - The Holiday party will be decided by our Medical Director.
  - Workers Comp audit went well – no COVID claims will have an impact on future rates.
  - HCEC 2021 Budget was presented to the Board.
  - Ambulance Failures: 11 (0 during response/patient care)
  - Fleet Accident: 1 (233, minor)
14. **Possible action on Harris County Emergency Corps Report:** None.





**APPROVED**

Document approved by Harris County ESD, Harris County Emergency Services District 1  
Board of Commissioners

2800 Aldine Bender Road  
Houston, Texas 77032

By a Majority Vote

Page 1 of 3

on 12-16-20 (Date)

*Shirley Reed* *Virginia Bazan*  
President of ESD Secretary of ESD

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – November 17, 2020**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:20 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed by the Pledge of Allegiance at 9:21 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed (arrival at 9:27am), Treasurer Fred Scibuola, Secretary Virginia Bazan, and Melissa Morton with Morton Accounting Services (via conference call) along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President Heath White, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present via conference call were Michael Medwedeff with AG/CM. Asst. Treasurer Pete Serna was not present.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Shirley Reed stated that the Angel Tree project will commence on December 16<sup>th</sup> at Bender and families will get an appointment time to pick up their items to ensure proper safety measures due to COVID-19.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Shirley Reed. Motion carried.
8. **Report from Building Committee:** Mr. Michael Medwedeff gave the report as follows: Station 92 and 94: Pricing was received for the controlling in dorm rooms in the amount of \$1725.00, lump sum for both stations, and can be performed as early as the end of the week if approved. The project costs include relocating thermostat to one of the dorm rooms. It will have a pre-programmed set point for heat and cooling which will control all dorms. Completed the humidity issue in the Comm center. Mr. Medwedeff stated that everything is good on testing and balancing. Jeremy Hyde, Willie Sanders, and Alonzo Matthews will perform a walk through and discuss filters. Mr. Medwedeff will touch base with the design team about it as well. Station 97: the station is 96-97% completed. Waiting on card to come in for the overhead doors. Landscaping is completed. There have been millwork additions going with full height cabinets which totals \$2600.00. Mr. Scibuola would like the draft drawing to be corrected for the exhaust. Mr. Medwedeff emphasized that the drawing is not completely accurate and it is just the millwork drawing. It will not affect the other trades of work. Another cost addition refers to the existing parking lot light that was interfering with surrounding homes/properties. They will add a shroud to the existing light to correct the issue. The quote came in, not to exceed \$1100.00. Documents were not provided for this meeting as this was a recent issue but he will provide a formal quote at a future meeting. Mr. Medwedeff will create fliers to get to the surrounding residents to get a consensus on other lighting issues. A meeting will be set for December 1 at 6:00 pm at Station 97. Residents will receive a tour of the Station while they are there. Construction Masters Pay App #11 in the amount of \$92,085.03 is included in the documents for review.

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9. **Possible action on Building Committee report:** Motion to approve the HVAC modification for EMS Stations 92/94 not to exceed a total of \$1725 was made by Fred Scibuola. Motion carried. Motion to approve the millwork and drywall for kitchen in the amount of \$2592.52, and not to exceed \$2700.00, at Station 97 was made by Shirley Reed. Motion carried. Motion to approve Pay App #11 in the amount of \$92,085.03 for Station 97 was made by Shirley Reed. Motion carried.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of October the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$13,239,383. During the month, HCESD No 1 received \$104,065 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,931,455 in disbursements during the month. 80% of this balance is a payment to HCEC for the monthly invoices related to Contract Revenue (\$1,175,126) and construction invoices to Construction Masters (\$379,654). The ending balance as of October 31, 2020 is \$11,411,992. The invoices pending board approval total \$2,294,595. The amount pending does not include the Pay App #11 that was approved today. In addition, monthly website maintenance in the amount of \$450.00 has not been invoiced yet but is a recurring payment that will be auto drafted. Motion to approve the Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.
11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve electrical upgrades for 2800 Aldine Bender:** Mr. Jeremy Hyde stated that he has received a quote from Power Electrical Inc. in the amount of \$3300.00 for installation of TV3 and supply power unit. This was approved by the Board of Commissioners previously however, it was a different vendor. The electrical upgrades are for Station 94 and Bender location due to having dispatch centers on site. This upgrade provides major surge protection. Mr. Hyde will provide Mrs. Morton with Dealers Direct information. No motion needed today.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
- HCEC responded to 1839 911 calls this month, compared to 1708 in the previous month. Response time is 8:23.
  - HCEC is still receiving adequate PPE stock from the state.
  - HCEC received a donation of 1000 N95 masks from US Congresswoman Sylvia Garcia. Her office is very supportive of our mission.
  - Station 97 is scheduled to be completed by the end of the month.
  - New ambulances are coming off the line and should start rolling out next week.
  - HCEC is partnering with Gulf Coast. The goal is to have blood on every unit. Startup costs total approximately \$5000.00 including new refrigeration methods.
  - The team of HCEC wishes you a Happy Thanksgiving.
  - HCEC financial report was included in the documents for review.
  - Ambulance Failures: 9 (1 during response/patient care)
  - Fleet Accident: 2 (1603,1307 minor)
14. **Possible action on Harris County Emergency Corps Report:** None.

15. **Adjourn to closed session:** None.
16. **Possible action on closed session:** None.
17. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Wednesday, December 16 at 2:00 pm.
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:36 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – December 16, 2020**

1. **Call to Order:** Fred Scibuola called the meeting to order at 2:03 pm.
2. **Moment of Silence and Pledge of Allegiance:** Fred Scibuola called for a moment of silence at 2:04. The Pledge of Allegiance was excluded due to the meeting being a conference call.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday (arrival at 2:17 pm), Vice President Shirley Reed, Secretary Virginia Bazan, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President Heath White, Vice President of Administration Keir Vernon, Director of Maintenance Willie Sanders, and Executive Administrative Asst. Michelle Sterling.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Shirley Reed thanked everyone for the response in helping needy families this holiday season. Due to the Bender building being closed, Shirley and her granddaughter have been delivering the gifts today.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Shirley Reed. Motion carried.
8. **Report from Building Committee:** Willie Sanders gave the report as follows: Station 97 walk-through was a success and is in excellent shape. There were several minor issues but most have been repaired already including the door locks yesterday. In addition, the water line was corrected by the bay doors, grouting and caulking around cabinets will be completed by the end of the week. They were waiting on trim for around outlets and light switches and that was supposed to have delivered last Friday but there is no update on whether the task has been completed. Station 97 Certificate of Occupancy was issued yesterday. Move-in is hopeful in the beginning to middle of January. Station 92 had the roof leaks repaired last week. There is some water staining and they are continuing to locate the source of the water. Also, the door issue going into the training rooms was repaired yesterday. Station 94 air condition issue is still being looked into. Station 92 and 94 thermostats were relocated from hallways and moved into dorm rooms. Jeremy Hyde discussed the following contingency expenditures included in the packet for Board review: Page 7 includes kitchen cabinets in the amount of \$2582.50. Page 11 includes speakers in dorm rooms in the amount of \$1544.00. Page 13 includes flashing lights for overhead bay doors and operators to turn exhaust fans on and off in the amount of \$3701.00. Page 16 includes the addition to exterior light shrouds in the amount of \$1101.00. The shrouds have been in place for a week with no complaints from surrounding residents. Page 18 includes dishwasher and range appliances in the amount of \$1258.00.

**APPROVED**

Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote

on 1-26-21 (Date)

*Shirley Reed*  
President of ESD-1  
*[Signature]*  
Secretary of ESD-1

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9. **Possible action on Building Committee report:** Motion to approve expenditures listed on page 7, 11, 16, and 18 was made by Fred Scibuola. Motion carried.
10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of May, the Harris County Emergency Services District No 1 (HCESD No 1) beginning operating fund balance was \$11,411,992. During the month, HCESD No 1 received \$79,829 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$2,636,660 in disbursements during the month. 84% of this balance is a payment to HCEC for the monthly invoices related to Contract Revenue (\$1,344,952) and payment for vehicles to Cowboy Chrysler, Mac Haik, and Frazier (\$873,855). The ending balance as of November 30, 2020 is \$8,855,161. The invoices pending board approval total \$2,018,339. This includes an auto draft of the first debt payment for the refinanced loan with Chase which was drafted on 11/16/2020 automatically. Mrs. Morton stated that the amount of \$3300.00 for power electrical is being held off until the work is completed. There are a lot of invoices this month because they needed to be completed by year end. Melissa will send Jeremy a list of HCEC assets to have him review. She also reminded Board of Commissioners to submit any reimbursements for the 2020 year. Motion to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Seconded by Shirley Reed. Motion carried.
11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1730 911 calls this month, compared to 1839 in the previous month. Response time is 8:03.
  - HCEC is still receiving adequate PPE stock from the state.
  - HCEC is planning to utilize Houston Methodist Hospital for the COVID vaccination of our staff.
  - HCEC paid Christmas bonuses to our staff totaling \$480,000 last week. They appreciate the support of the ESD and HCEC boards!
  - Station 97 passed the Fire Marshall inspection on 12/14/2020.
  - The team of HCEC wishes you a Merry Christmas and Happy New Year!
  - Ambulance Failures: 12 (0 during response/patient care)
  - Fleet Accident: 1 (237, minor)
13. **Possible action on Harris County Emergency Corps Report:** None.
14. **Adjourn to closed session:** None.
15. **Possible action on closed session:** None.
16. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, January 26, 2020 at 9:00 am.
17. **Adjourn:** Fred Scibuola made a motion to adjourn. Seconded by Shirley Reed. Motion carried. Meeting adjourned at 2:34 pm.